

LEGISLATIVE SECRETARY

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the accurate performance of difficult transcribing and secretarial support duties for the legislative body of Dutchess County. Responsibilities include attending various Legislative Committee meetings such as Full Committee meetings, Sub-Committee meetings and Citizens Advisory Committee meetings to take verbatim records of legal proceedings. Work is performed under the general supervision of the Deputy Clerk and the Clerk of the Legislature. Some independence is allowed in the organization and completion of work, subject to general instructions and outline of procedures from supervisors. Supervision over the work of other employees is not normally a function of this position. The work involves attending meetings during and after normal business hours.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Types a variety of letters, reports, memos, vouchers, resolutions, amendments and local laws;
2. Transcribes minutes of Legislative committee meetings, including the verbatim recording of motions, amendments and resolutions;
3. Takes notes and drafts or transcribes confidential, official or legal material or documents;
4. Maintains and updates an index of all resolutions, local laws, bonds, etc., cross-referencing each within two subject areas;
5. Reads, summarizes and prepares a listing of communications received during the month for the Legislator's information;
6. Performs receptionist duties and clerical functions such as maintaining and updating files and records;
7. May perform basic research for legislators and compile information into reports;
8. Answers constituents' inquiries regarding the legislative process, etc.;
9. Tracks information through automated and manual systems;
10. May draft correspondence for Legislators, Clerk and Deputy Clerk;
11. Transmits local laws and bonds to appropriate officials and follows through on procedures for bonds and local laws after adoption as prescribed by law.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of taking and transcribing of verbatim records at multi-person complex legal meetings;

Knowledge of the legislative procedures necessary to process the work of the legislative body such as agendas, resolutions, amendments and local laws;

Knowledge of office practices necessary for interacting with staff and the public, processing work flow and filing and retrieving information;

Knowledge of composition, spelling, punctuation and required formats necessary to develop correspondence or reports or correct such errors in the correspondence and reports of others;

Knowledge of software packages to produce a variety of legal documents and database management and spreadsheets to track information and produce reports;

Knowledge of automated systems for tracking legislative proceedings;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Knowledge of filing and indexing rules;

Ability to operate a wide variety of office equipment, including telephone consoles, computers, copiers and fax machines;

Ability to assist legislators in responding to constituency;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Recommended)

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year of full-time paid office and/or secretarial work experience which included keyboarding and dealing with the public.
- OR: (B) Three years of full-time paid office and/or secretarial work experience which included keyboarding and dealing with the public;
- OR: (C) An equivalent combination of education, training and experience among the limits of (A) and (B) above.

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ADOPTED: 07/03/99

REVISED: 05/24/19 (previously Legislative Stenographer)